



Technology, Management & Budget

CRO Set Aside Committee Meeting

Tuesday, November 21, 2017 10:00 a.m.

MARO

417 Seymour Suite 5

Lansing MI 48933

Meeting Minutes

Committee Chairman Todd Culver called the meeting to order at 10:00 a.m..

Committee Members Present: Todd Culver, Butch Ellis, Genevieve Hayes, Karsten Bekemeier and Justin Caine

Guests Present: Lynda Sweigart, Hope Network; Noah Belanger, Peckham Inc. and Terey DeLisle, STEP

Recording Secretary: Karen Stevens, MARO

Welcome

Todd Culver called the meeting to order, with a welcome to the November CRO Set Aside Committee Meeting.

Review of May 16, 2017 minutes

MOTION: To approve the May 16, 2017 minutes as presented.

Carried

Procurement Update: Genevieve Hayes

Make sure you are registered on SIGMA. If you were previously on the old system you need to be accepted on SIGMA. If you were not registered then you have to complete the registration process. Not much is going on at the present time.

Set Aside Requests

Received a request from STEP to set aside MDOT Detroit Transportation Services Center located at 1060 W. Fort St. Detroit, MI 48826. The contract will be up for renewal in August 2018.

MOTION: To set aside MDOT Detroit Transportation Services Center as requested.

Carried

DTMB is suggesting that new Set Aside requests should be submitted for existing set aside contracts when the contract expires. From the Department's perspective, this is a way to ensure that DTMB Procurement is made aware that there is interest by a CRO and that the correct language is added to the solicitation. It was also reported that this is consistent with a previous opinion from the Attorney General.

The Committee agrees this may be a prudent contract management process; however, previous interpretations that contracts or locations have been considered to be set aside in perpetuity should be



addressed. The process of clarification will occur through the Committee - with a potential revision to the Operations Manual, and an accompanying strategy to communicate this policy to the field. The primary concern is that existing contract holders are aware; and provided sufficient notice to allow for the possibility of maintaining the status of existing set aside contracts.

Genevieve will therefore revisit with the Attorney General and Todd will communicate with the CRO contract holders. The matter will be reviewed at the Committee's next meeting.

Annual Report Review: Distributed and reviewed.

MOTION: To approve the Annual Report for submission to the Director at DTMB for signature and submission to the Legislature.

Carried

Public Comment

Limited work on the drug testing kits in underway in FY18, and the Committee looks forward to a future update from the representative from Peckham handling the contract , who was unable to attend today.

Old Business

Fair Market Value Review: Butch is setting up a meeting with Todd and Knowledge Works. They work with organizations in determining market value when developing contracts. Hopefully they will be able to meet with the committee and do a session at the MARO Spring Conference. There are no changes from the Department for strategies for establishing fair market value.

New Business

2018 Meeting Calendar: February 13, May 15, August 21, and November 20.

The next meeting is scheduled for February 13, 2018 at 10:00 a.m. It will be held at the MARO Office.

Adjourned.

Respectfully submitted,

Karen Stevens
Recording Secretary